

Long Term Care Functional Screen (LTCFS) Quality Policy

Effective Date: August 1, 2008


Policy:

It is the policy of the ADRC of St. Croix County to use the following procedures to ensure that quality functional screens are performed by ADRC staff.

PROCEDURE:

1. The Information and Assistance Specialists position employment requirements:
 - Either a Bachelor's degree from an accredited college or university with a major in social work, sociology, human services-related field, or other closely related field or be a Registered Nurse in Wisconsin, pursuant to Wis. Stats. §441.06
 - Certified to administer the LTCFS
 - One year of experience with administering the LTCFS
 - One year of paid full-time experience working directly with elders, adults with disabilities, and adults with mental illness or substance use disorders
 - Two years of previous supervisory experience
 - Functions as a Lead Worker in regard to managed care functional eligibility determination processes
 - Attends Screen meetings with state staff and acts as a liaison between state and local staff in regard to the functional screen used to determine functional eligibility for publicly funded long-term care
 - Plans and implements quality assurance activities related to the long-term care functional screen
 - Trains and mentors new staff who must be certified to complete functional assessments
 - Provides guidance to other staff when questions arise regarding the eligibility determination process
2. The Options Counselor positions employment requirements:
 - Either a Bachelor's degree from an accredited college or university with a major in social work, sociology, human services-related field, or other closely related field or a Registered Nurse in Wisconsin, pursuant to Wis. Stats. §441.06
 - Must obtain certification for administering LTCFS within one month of hire and maintain certification thereafter
 - One year of paid, full-time experience working directly with elders, adults with disabilities, and adults with mental illness or substance use disorders
 - ADRC staff will attend LTCFS training offered by DHFS
 - Resources and tools available on the Wisconsin Functional Screen Website will be used for ongoing training
3. Information and Assistance (I&A) contacts will be documented and tracked through BEACON. The documentation will assist in determining if follow-up contacts are needed. The AIRS Standards for Professional Information and Referral will be used as a foundation for providing follow-up contacts.

Approved by:


Fred Johnson, HHS Director

7/31/08
Date


Brad Beckman, ADRC Manager

7-31-08
Date

Revised: July 22, 2008